

LANCASTER COUNTY BUILDING CLEANER

NATURE OF WORK

This is routine custodial work involving the cleaning and the maintenance of sanitary conditions in and around large office or other institutional buildings and related County facilities.

Work involves the performance of a variety of custodial tasks within an assigned area or building including sweeping, dusting, vacuuming and mopping; emptying waste receptacles and ashtrays; and cleaning bathroom areas. Work is generally performed in accordance with established procedures and sanitary standards, which may vary depending upon location, with specific instructions provided on unusual problems. General supervision is received from a Cleaning Supervisor, with work subject to inspection for compliance with standards of cleanliness and instructions provided.

EXAMPLES OF WORK PERFORMED

Sweep, edge, dust and mop floors; remove gum and tar from floors as necessary.

Wash walls, woodwork, baseboards, windows, and furniture, using a germicidal detergent solution when required.

Clean sinks, basins, toilets and urinals using proper cleaners, chemicals and methods; replenishes supplies such as hand soap, paper towels, toilet paper and room deodorizers.

Empty and clean waste receptacles and ashtrays; replace plastic liners in waste receptacles as needed.

Dust, polish and wipe furniture, woodwork, baseboards, doors, light fixtures, etc.; exclusive of desk or table tops where personal or employee owned articles may be placed.

Clean and perform routine maintenance of general cleaning equipment and materials; replenish and distribute cleaning supplies as required.

Maintain security by keeping doors and windows locked; permit entry only by individuals authorized by supervisor.

Assist Cleaning Equipment Operator in the sanitizing of beds and mattresses.

Operate a vacuum or other mechanical or power cleaners.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of proper cleaning methods, procedures, products and materials.

Ability to climb ladders and scaffolds and work at heights of up to 6 feet in washing windows and dusting high places.

Ability to understand and effectively carry out routine oral and written instructions.

Ability to operate a vacuum or other mechanical or power cleaner, and such other custodial equipment routinely required in the performance of cleaning tasks.

Ability to perform heavy lifting.

Ability to establish and maintain effective working relationships with co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from junior high school or equivalent and some experience performing custodial work.

MINIMUM QUALIFICATIONS

Graduation from junior high school or equivalent or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Dependent upon work assignment, travel to other building sites may be necessary. Possessions of a valid State of Nebraska driver's license when operating a County vehicle is required.

Approved by: _____
Personnel Director

Revised 5/00

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